



## KING COUNTY SHERIFF'S OFFICE INTERNSHIP OPPORTUNITIES

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The King County Sheriff's Office is currently looking for college interns! Through our college internship positions, the Sheriff's Office provides excellent learning experiences AND accomplishes important law enforcement work. We rely heavily on the assistance that our college student interns give us. We have many useful and important tasks that interns perform, at various work locations.

**Internship Location:** Seattle (Downtown Admin. Building)

**Division/Unit:** Records & Data – SAU Reception Desk

**Start Date:** ASAP

**Summary:** We are looking for someone to help cover our Special Assault Unit reception desk. This internship will rely heavily on customer service skills. General duties will be providing customer service, answer phones, directing citizens, processing paperwork, and assisting with offender watch data inquiries. Please note: the majority of walk-up customers are homeless sex offenders reporting to check-in.

### **Experience, Qualifications, Knowledge, Skills:**

- Must be enrolled as a student. (The King County Sheriff's Office may make an exception to this rule on a case-by-case basis)
- Must be responsible and professional at all times. Regular and reliable attendance is expected.
- College internships may involve a mix of office clerical work and research; there is no set pattern. We also provide work unit orientations such as ride-alongs.
- College interns working for the King County Sheriff's Office do so, on an unpaid basis.
- Interns must first go through a background investigation consisting of a polygraph examination and criminal history check.

### **Background Investigation:**

Our thorough background investigation includes a look at your criminal history record, employment history, personal references, driving history, and credit history. KCSO detectives will conduct the investigation. Personal references and current and previous employers will be contacted. Once the background investigation is complete, you will take a polygraph test.

### **Timeline:**

While some background investigations take longer than others, you can expect the time from the point your background investigation begins to the time you are offered an internship to take approximately eight weeks. Please factor this in when applying.

### **To Apply:**

Visit <http://www.kingcounty.gov/safety/sheriff/Careers/Interns.aspx> and complete an application.